



# Southeast Signal

*News, Events, and Information from Around the System*

## From the Director



I was asked to talk a little bit about how to improve hiring practices. This month, I'll have some suggestions for you to consider when writing your job ad and job description for a hiring

process.

First of all, double check to see if some policies are already in place through the city or institution. Sometime there are specific templates to handle job write-ups in both advertisements and for in-house descriptions. Make sure you know what those might be and ask for advice on how best to use those templates if you fall into this category.

When writing a job ad, focus on the main duties of the job. I've seen some that use a lot of space about a part of the job that is only a small part of that position's duties, and then have an easily skipped line on the part that would take most of the candidate's time if hired.

Another thing – make it clear what education and skills a person has to have to be hired, and what would be “nice” to have. Use terms like “Required” for mandatory ones and something like “Preferred” for ones that would be helpful if a person brings those to the job. Also clump those together with all the

required items being first, then the preferred. I find it helpful to figure out what things I am willing and able to train a new hire to do and which ones I'm not to help decide which is which.

I've seen some advice about having a lot of information about the organization, and focusing on the emotions in the advertising write-up, and I agree to a point, but it can be overdone! I read one a while ago that spent a huge amount of space talking about the organization, and then the actual job it was looking to fill took up only 1/3 of the space used for the ad. I suggest giving information about the organization to give some context, but focus on the job itself!

Sometimes you have to skimp on the size of your job ads, especially if you still use a newspaper's classified ads and they charge by the number of words. If possible, direct people to a website that has a more complete job description. Don't rely on posting something to social media, as sometimes those posts can get somewhat lost in the shuffle. I'm not saying to ignore it, but social media should be supplemental in this process.

Those are just some ideas about writing a job ad when hiring. Next month I plan on talking a bit about the interview process.

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# Calendar

December 13, National Cocoa Day

December 15, Bill of Rights Day

December 16, Jane Austen's Birthday

December 21, Crossword Puzzle Day

December 23, Avi's Birthday

December 24, Christmas Eve, SELS Office Closed

Mary Higgins Clark's Birthday

December 25, Christmas Day, SELS Office Closed

December 28, National Card Playing Day

December 31, New Year's Eve

January 1, New Year's Day, SELS Office Closed

January 3, National Fruitcake Toss Day

January 24, [CASTL, Fairmont Public Library, "Do we really need teen programming?"](#)

March 7, "Developmentally Appropriate Practices in Youth Services Programming," Ashland Public Library, 9:30-4:00

March 29, "Communication Bootcamp with Pat Wagner," Walt Branch Library, 10:00-4:00



# Photos of the Month



A photo from Fairbury Public Library's STEAM party. More on p. 4.

# CASTL Wrap-Up

## Upcoming CASTL Meetings

January 24

Fairmont Public Library  
"Do we really need teen programming?"

February 21

Hruska Memorial  
Public Library,  
David City

March 22

Pawnee City  
Public Library

April 25

Hebron Secrest Library

Sam Shaw from the Nebraska Library Commission presented and answered questions on the topic of the annual statistical survey, often referred to as "Bibliostat", at the Alice M. Farr Library on Friday, November 9.

Sam took us through the new software version of Bibliostat step by step. The information you enter is automatically saved when you proceed to the next portion of the survey, and Bibliostat now also works with the Chrome browser.

In Bibliostat you can flag a question for easy follow-up prior to submission. Occasionally, you may need to use one of the note fields when an "edit check" occurs. This allows you to explain certain situations causing the "edit check," such as when a number has stayed exactly the same (for example, the price did not change for Overdrive), or when there is a large variance with the previous year's numbers. State and local fields can also be used for unofficial notes to yourself.

Be sure to follow the instructions where they are given. In addition, there is often a helpful "?" icon on which you may click to find out further information.

Sam clarified that Library Foundation purchases should show up under "Other Revenue" only if the money passes through the city. Also, capital revenue and expenditures may not always match (because money raised in one year may be partially spent the next year). Further, in the area of electronic materials, there is a distinction between items that are "returned" to the library (such as Overdrive) and items that are accessed via Zinio, Mango Languages, or databases. For the first, the number of items held is part of the overall numbers in the collection and there are also circulation statistics. For the latter, since each access often incurs a charge to the library and is essentially a patron driven acquisition, each access counts both as a holding and as a circulation statistic.

The form has become easier to fill out because of the large number of prefilled items and CASTL librarians appreciated these changes. Sam also received several suggestions for future changes and was grateful for the feedback.

## Upcoming Basic Skills Courses

To see the list of upcoming classes, [click here](#). Here's what's coming up next:

<u>Dates of Class</u>	<u>Topic</u>	<u>Registration</u>
Jan. 1—Jan. 30	Communication	Dec. 3—Dec. 21
Feb. 11—Feb. 22	Customer Service	Jan. 14—Feb. 1
March 3—March 15	Library Governance	Feb. 4—Feb. 22



# News Around the System

## Fairbury Public Library Celebrates with a STEAM Christmas party

Story and photos by Linda Dux

*(Continued from p. 2).*

On December 1 a STEAM Christmas party took place at Fairbury Public Library. As part of the celebration, the children put branches on the tree after determining the length of the branches in relationship to the position on the tree. (The longer branches belonged at the bottom) The kids made garland bands and wood stars to add to the antique decorations. The little kids made reindeer headbands and shared them with the older kids. Each child received 2 small Christmas presents and snacks.



## Joel Green in Plymouth

Story and photos by Ellen Vorderstrasse

On November 13 Plymouth Public Library hosted an author visit and book signing with Joel Green.

Joel Green did a wonderful presentation about the fascinating history of Robber's Cave at the Plymouth Community Center. A Lasagna dinner was served by Plymouth Library. Joel Green is the author of: *Robber's Cave: Truth, Legends and Recollections*.

Approximately 40 people attended the author presentation and many purchased autographed copies of the book.



# News Around the System

## York College Receives Title III Grant

By Ruth Carlock

In October, York College learned that a \$2.25 million grant over the next five years has been received to improve student success and retention. The grant is being named IMPACT YC: A Framework for Integrated Academic Support.

This money will be used to update Levitt Library, make it handicap accessible, and provide areas for student collaboration. Plans are being made to add a discovery system so resources will be readily available. Group tutoring will be made available and a technology help desk will be added. The news article states: “While printed books will always play an important role in the research necessary for college study,” Provost Shane Mountjoy explained, “students must also have access to resources that are only available digitally. IMPACT YC will ensure that we have the technology infrastructure and personnel necessary to provide them with the most current tools available in many areas of study. It will also allow us to catalog our print resources in more efficient ways to increase their visibility and use.” The name of the library will be changed to the Levitt Academic Resource Center – LARC. It will combine a learning commons with an information commons.

York College (10/15/2018) *\$2.25 million grant to revolutionize academic resources at York College.*

Retrieved at <https://www.york.edu/news/225-million-grant-to-revolutionize-academic-resources-at-york-college>.





# News Around the System

## Dabbling in Holiday Reading!

By Emmy Fiala, K-12 Media Specialist, Aurora Jr./Sr. High Media Center



## Storytime with Santa in Hebron

Photos and story by Judy Kassenbaum

Storytime with Santa was held at the Hebron Secrest Library, December 1st. Christmas stories, crafts, songs, and photo times with Santa and the Elves were enjoyed by all. We had several daddies in attendance which we always enjoy at our story times. Merry Christmas to all and a Happy New Year from the Hebron Secrest Library.





# News Around the System

## Ornaments for the Community Christmas Tree

*Story and photos by Shirley Brunkow*

Boys and girls at story time at the Milligan Public Library made decorations for the outdoor community Christmas tree that is at the south edge of Main Street.



## A Book Recommendation for your Summer Reading Program

*Provided by Sandra Wallick*

I think you should know about this picture book autobiography: *Mission to Space* by John Herrington. John shares his experiences as an astronaut (who happens to be Chickasaw) with short text and color photographs.

This is a title I'll take to schools to promote summer reading. It's short, informative, and multicultural. I felt like I hit the trifecta when I saw it come in.



# Other News

## Save the Dates: Two Special SELS Workshops in March!

### **Developmentally Appropriate Practices in Youth Services Programming**

**with Kristy Feden**

**Ashland Public Library, March 7**

**9:30 - 4:00**

Did you hear Kristy at the Youth Services Retreat and are ready to learn more? Or are you simply interested in learning how to enhance your practices in regard to programming with children, ranging in age from pre-K to teens? Come to this workshop to be motivated and to discover the power of intentional activities that are grounded developmentally appropriate practices! The morning (9:30 - 12:30) will address programming with younger children, and the afternoon (1:30 - 4:00) will address youth services in the middle school and teen years

### **Communication Bootcamp with Pat Wagner**

**Walt Branch Library, March 29**

**10:00 - 4:00**

Sharpen the content and delivery of messages to support your library's success and to help further your career. The theme: How to be more influential, regardless of who you are or your position in the library.

#### **10 am – 12:30 pm. Seven Steps for Resolving Conflicts with Your Co-Workers, Customers, and Political and Financial Decision-Makers**

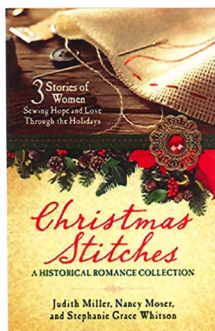
Are you trying to win budget approval, convince committee members to agree upon new policies or programming, earn support from community members, or improve relationships with library visitors? These seven steps can help make it easier for other people to say yes. Topics include the importance of goodwill, the need for specific goals, not assuming you know what the problem is, creating multiple strategies, and evaluating how well you did and what to do differently in the future.

#### **1:30 pm – 4 pm. Speak up! What Do Professional Writers and Speechmakers Know That Can Improve Your Ability to Write and Talk About Your Library.**

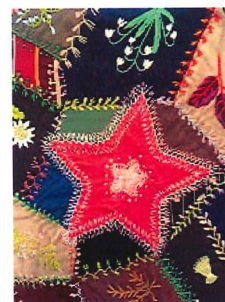
Whether you are promoting an event, advocating for intellectual freedom, selling the importance of reading, or winning the hearts and minds of voters, there are times when what you write or say will make a difference. People who write and speak for a living learn shortcuts and tricks to make their work easier and more effective. We are going to share some of these with you.



# Calico Trails: Journey with Nebraska Author Stephanie Grace Whitson



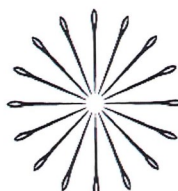
Friday, December 14, 2018  
4:30 - 7:00 p.m.  
International Quilt Study Center & Museum  
Reception Hall  
1523 N. 33rd St.  
Lincoln, Nebraska



**CELEBRATING**  
International Quilt Study Center & Museum's  
10 years in Quilt House

**An hour with Nebraska author Stephanie Grace Whitson as she pays tribute to 19th Century pioneer women. The women's own words highlight this lecture illustrated with quilts from Whitson's personal collection.**

**Author Lecture at 5:30 p.m. with Book Signing  
Display of Nebraska Author & Quilt Books  
Quilt Galleries Open for Viewing  
\$10 Entrance Fee (museum fee waived)**



International Quilt Study Center & Museum  
University of Nebraska-Lincoln



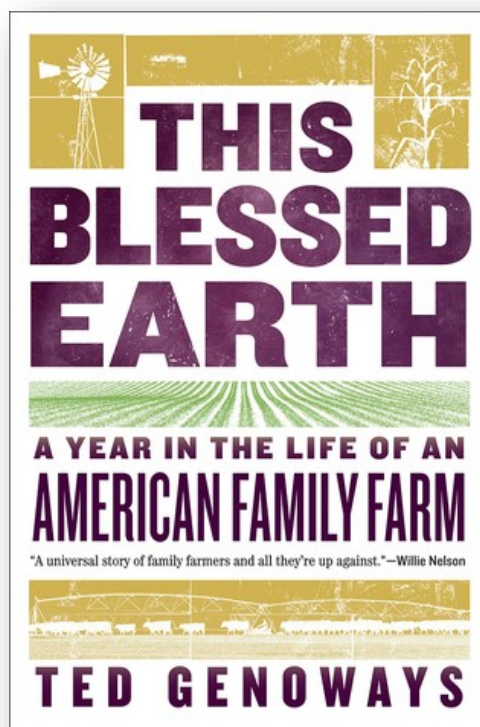
*Friends*  
International Quilt  
Study Center & Museum

Sponsored by Friends of IQSCM and Lincoln City Libraries  
For more information: 402-441-8516

## System Spotlight

# New Book Kit

We now have a new book kit containing 10 copies of *This Blessed Earth: A Year in the Life of an American Family Farm* by Ted Genoways. This title also happens to be 2019's One Book One Nebraska selection, is set in Nebraska, and is sure to interest many Nebraska readers. For more information on this book and many other book kit titles, [please visit our website](#), where we have a long list of book kits, including cover art, number of books available to borrow, and book descriptions courtesy of Goodreads.



## Southeast Library System

<http://libraries.ne.gov/SELS/>

Butler • Clay • Fillmore • Gage • Hamilton • Jefferson • Johnson • Lancaster • Merrick • Nemaha • Nuckolls •  
Otoe • Pawnee • Polk • Richardson • Saline • Saunders • Seward • Thayer • York

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